United Nations ST/IC/2002/5

Secretariat

10 January 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Education grant and special education grant for disabled children**

1. The purpose of the present circular is to inform staff members eligible to receive the education grant or the special education grant for disabled children under administrative instruction ST/AI/1999/4, as amended by ST/AI/2002/1, of the procedures applicable to the submission and processing of their claims.

2. The monetary amounts of maximum educational expenses and maximum entitlements are set out in annex I. The forms required to submit a claim related to the education grant are contained in annex II.

Eligibility

3. For ease of reference, the eligibility requirements and conditions of entitlement contained in staff rule 103.20 (b), (c) and (d), in staff rule 203.8 (b) and (c) and in sections 1.2 and 2 of administrative instruction ST/AI/1999/4 are reproduced below:

Staff rule 103.20

"(b) Subject to conditions established by the Secretary-General, a staff member shall be entitled to an education grant in respect of each child, provided:

"(i) The staff member is regarded as an international recruit under rule 104.7 and resides and serves at a duty station which is outside his or her home country;

"(ii) The child is in full-time attendance at a school, university or similar educational institution; and

"(iii) The appointment or assignment of the staff member is for a minimum of six months or, if initially for a period of less than six months, is extended so that total continuous service is at least six months;

* The present circular will be in effect until further notice.

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"(c) If a staff member eligible under paragraph (b) is reassigned to a duty station within his or her home country in the course of a school year, he or she may receive the education grant for the balance of that school year;

"(d) The Secretary-General may also authorize payment of the education grant during mission service of not less than six months to a staff member regarded under rule 104.6 as a local recruit at his or her normal duty station."

Staff rule 203.8

"(b) Subject to conditions established by the Secretary-General, project personnel shall be entitled to an education grant in respect of each child, provided:

"(i) The project personnel are in intermediate-term or long-term status and reside and serve at a duty station which is outside the home country;

"(ii) The child is in full-time attendance at a school, university or similar educational institution;

"(c) If eligible project personnel are reassigned to a duty station within their home country in the course of a school year, they may receive the education grant for the balance of that school year."

Administrative instruction ST/AI/1999/4

"1.2 Staff members eligible for the education grant solely because of mission service as provided by staff rule 103.20 (d) shall also be subject to the following conditions:

"(a) The staff member is detailed for a minimum period of six months to a mission area or, if initially for less than six months, is extended so that the continuous period of mission service is at least six months;

"(b) The education grant will be payable only in respect of the staff member's period of mission assignment.

"...

"[2] Eligible staff members may claim the education grant when the following conditions are met:

"(a) The child is in full-time attendance at an educational institution at the primary level or above while the staff member is in the service of the United Nations. Education shall be deemed 'primary' for the purposes of this instruction when the child is 5 years or older at the beginning of the school year, or when the child reaches age 5 within 3 months of the beginning of the school year;

"(b) The entitlement shall terminate when the child ceases to be in full-time attendance at an educational institution, or completes four years of post-secondary studies, or is awarded the first recognized post-secondary degree, whichever is earlier;

"(c) There shall be no entitlement beyond the scholastic year in which the child reaches the age of 25, unless the child's education has been interrupted for more than one year by compulsory national service, illness or

other compelling reason. In such cases, the grant may be extended for the period of interruption beyond the scholastic year in which the child reaches the age of 25."

Education grant advances

4. Under section 6 of administrative instruction ST/AI/1999/4, staff members who are entitled to the education grant and who are required to pay all or a portion of the school fees at the beginning of the school year may apply for an advance against their entitlement. They should do so by completing form P.45 (7-99), Request for payment of education grant and/or advance against education grant (see annex II to the present circular).

5. When an advance is being requested for the first time for a child, the request must be accompanied by invoices or other official documentation from the educational institution attesting to the school fees, including enrolment, tuition, full board, if applicable, and any scholarship, bursary or similar grant. The amount of the advance will be 100 per cent of the anticipated amount of the education grant on the basis of the information provided by the educational institution.

6. For a subsequent school year, the advance will normally be 100 per cent of the amount paid for the previous year. However, if lower admissible educational expenses are anticipated, the staff member should so indicate. In such a case, the amount of the advance will be 100 per cent of the grant calculated on the basis of the revised expenses. If higher admissible educational expenses are anticipated, the staff member may request an advance on the basis of the higher expenses. As in the case of a first advance, official documentation will be required from the educational institution attesting to the increased expenses.

7. After the advance is requested, and if the anticipated admissible educational expenses on which the advance was based become higher, the staff member may request an adjustment as soon as he or she has been informed of the higher charges. Should the anticipated admissible educational expenses become lower, it is incumbent on the staff member by virtue of staff regulation 1.2 (b) to report that fact promptly so that the amount of the advance may be adjusted and any excess payment recovered.

8. When there is no claim for the previous school year, requests for an advance may be submitted prior to, or within two months after, the beginning of the school year. The request must be accompanied by invoices or other official documentation from the educational institution attesting to the school fees.

9. When there is a claim for the previous school year, the request for the advance should be presented in part IV of form P.45 (7-99) together with form P.41 (4-99), Certificate of attendance and costs and receipt for payments in respect of the claim for the previous year (part III of form P.45 (7-99)).

10. Advances will be paid approximately one month prior to the beginning of the school year for staff on the Headquarters payroll, provided the relevant information is received at least two months prior to the beginning of the school year. At duty stations where circumstances so warrant, special arrangements may be established by the Secretary-General for payment of the advance in instalments.

11. If the advance is not cleared by settlement of the relevant education grant claim for the previous year, it will be recovered from the staff member's salary in accordance with section 6.2 of administrative instruction ST/AI/1999/4. Any advance will be considered as due from the staff member until it is either discharged by certification of the entitlement or recovered from the staff member's salary. Recovery from staff members will take place automatically three months after the end of the academic year for Headquarters staff and four months after the end of the academic year for field staff. Similar arrangements will be made for staff who are not on the Headquarters payroll. For staff members who are separating from service, recovery will take place on separation.

12. No advance will be authorized for subsequent school years until previous education grant advances have been cleared by settlement of the relevant education grant claim or repayment of the advance previously authorized.

13. Advances are normally payable in United States dollars at all duty stations except Geneva. For staff members whose duty station is Geneva and whose school fees are in Swiss francs, the advance will be payable in Swiss francs, as is the practice for emoluments. For those Geneva staff members whose school fees are in a currency other than Swiss francs, the advance will be payable in United States dollars. In all cases, the advance will be recorded in United States dollars, except when educational expenses are incurred in one of the other currencies in which the education grant is expressed in appendix G to the 100 series of the Staff Rules and appendix III to the 200 series of the Staff Rules. In such cases, the advance will be recorded in the currency in which the educational expenses are incurred, using the United Nations operational rate of exchange in effect on the date of payment of the advance. Annex I to the present circular sets out the table that provides education grant entitlements expressed in different currencies. The amounts indicated are effective as from the school year in progress on 1 January 2002.

Claims for payment of the education grant

14. Claims for payment of the education grant should be submitted on form P.45 (7-99). Claims should be submitted promptly upon completion of the school year or, if the staff member separates from service earlier, shortly before the date of separation from service. If the child's attendance ceases before completion of the school year, the staff member should submit the claim within one month of cessation of the child's school attendance.

15. Late claims are subject to staff rules 103.15 (ii) and 212.5 and will be paid only if they are submitted within one year following the date on which the staff member would have been entitled to the payment of the grant.

16. The claim must be accompanied by written evidence of the child's attendance, education costs and the specific amounts paid by the staff member. Such evidence will normally be submitted on form P.41 (4-99), which should be certified by the school. The same form is required where only the flat sum for board and the fixed rate for books are claimed. In order to facilitate confirmation of data, a copy of form P.41 (4-99) must be given to the educational institution.

17. When it is not possible to submit form P.41 (4-99), the staff member should submit a certificate of school attendance (form P.41/B (1-00)) indicating the exact

dates on which the school year began and ended and the dates of the child's attendance, together with receipted school bills, itemizing the various charges paid to the school and any other substantiating information requested in form P.41 (4-99). These documents must be certified by a responsible official of the educational institution on its official stationery or on paper bearing its seal.

18. Neither form P.41 (4-99) certified by the school nor the certificate of attendance should be changed in any way. Any revision or alteration may be cause for disciplinary action.

19. Expenditures that are not paid to the school and cannot therefore be certified on form P.41 by the school as having been paid may be claimed by attaching to form P.45 (7-99) an explanation of the nature of the expenditure and substantiating original documentation (for example, invoices, receipts or cancelled cheques). If the certificate, other documentation and accompanying receipts are not in one of the working languages of the United Nations, a translation into one of those languages must be attached.

20. If the staff member does not have custody of his or her child and the question of the staff member's compliance with his or her support obligation in respect of the child is raised, written evidence that the flat sums for board and textbooks have been used for the purposes intended may be required from the staff member.

Admissible and non-admissible expenses

21. Admissible expenses are determined on the basis of the criteria contained in section 3 of administrative instruction ST/AI/1999/4. Expenses for school attendance admissible under section 3.1 of the instruction are those required to follow the regular school programme or curriculum on a full-time basis. They include charges for enrolment, registration, examinations, tuition and diplomas, as well as other expenses directly related to the regular school programme.

22. Boarding expenses admissible under section 3.2 of the instruction are normally payable only when a child attends an educational institution outside the "duty station", meaning the country or area within commuting distance where the staff member is serving, notwithstanding national boundaries.

23. For ease of reference, the rules governing entitlements relating to school attendance and boarding expenses contained in appendix G to the 100 series of the Staff Rules and in appendix III to the 200 series of the Staff Rules are set out below. The table reproduced in annex I to the present circular sets out the applicable monetary amounts for the school year in progress on 1 January 2002 with respect to:

(a) The maximum amount of admissible educational expenses and the maximum grant for disabled children (column (1));

(b) The maximum education grant (column (2));

(c) The normal flat rate when boarding is not provided (column (3));

(d) An additional flat rate for boarding (at designated duty stations) (column (4));

(e) The maximum grant for staff members serving at designated duty stations (column (5));

(f) The maximum admissible education expenses (attendance only) (column (6)).

Attendance at an educational institution outside the duty station

24. Where the educational institution provides board, 75 per cent of the allowable costs of attendance and of the costs of board is payable, up to the maximum admissible educational expenses per year indicated in column (1) of the table, with a maximum grant per year indicated in column (2).

25. Where the educational institution does not provide board, a flat sum indicated in column (3) of the table plus 75 per cent of the allowable costs of attendance indicated in column (6) are payable, up to a maximum grant per year indicated in column (2).

Attendance at an educational institution at the duty station

26. Seventy-five per cent of the allowable costs of attendance per year is payable, up to the maximum indicated in column (1) of the table, with a maximum grant as indicated in column (2).

27. Where the educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Secretary-General, no school in that area would be suitable for the child, the amount of the grant is calculated at the same rates as specified in paragraphs 24 and 25 above.

Staff serving at designated duty stations with inadequate or no educational facilities when the child attends an educational institution at the primary or secondary level outside the duty station

28. Where the educational institution provides board:

(a) One hundred per cent of the costs of board is payable, up to the maximum indicated in column (4) of the table; and

(b) Seventy-five per cent of the allowable costs of attendance and of any part of the costs of board in excess of the amount indicated in column (4) are payable, with a maximum reimbursable amount as indicated in column (5).

29. Where the educational institution does not provide board:

(a) A flat sum for board is payable, as indicated in column (4) of the table; and

(b) Seventy-five per cent of the allowable costs of attendance indicated in column (1) of the table is payable, with a maximum reimbursable amount as indicated in column (5).

30. Paragraphs 28 and 29 above are not applicable to staff serving in special missions.

31. Expenses for prescribed textbooks are admissible and will be paid in accordance with the provisions of sections 3.3 and 4.4 of administrative instruction ST/AI/1999/4. To that effect, staff members are required to obtain from the educational institution a certification on form P.41 (4-99) that the textbooks have not been provided free of charge.

32. No additional supporting evidence is required if the staff member claims one of the fixed amounts established in section 4.4 of administrative instruction ST/AI/1999/4, namely, $210 for a child at the primary level, $420 for a child at the secondary level and $840 for a child at the post-secondary level, or if the staff member claims a lower amount.

33. If the amount claimed exceeds the applicable fixed amount and the textbooks were bought at or through the educational institution, the staff member will need to obtain from that institution a certification and receipt on form P.41/C (4-99), Certificate of prescribed textbooks and receipt for amount paid. A copy of the form should be retained by the educational institution.

34. When it is not possible to submit form P.41 (4-99), textbook expenses may be claimed upon certification by the staff member in form P.45 (7-99) that the textbooks were not provided free of charge. In those cases, the staff member is required to retain a list of prescribed textbooks and receipts documenting their purchase, in accordance with section 9.2 of administrative instruction ST/AI/1999/4, so that they may be produced for review, audit or investigation. All claims in excess of the fixed amount have to be fully documented.

35. Expenses for private tuition in the mother tongue are admissible when all the conditions of section 3.4 of administrative instruction ST/AI/1999/4 are met, namely:

(a) Private tuition is given by a qualified teacher who is not a member of the staff member's family;

(b) The staff member serves in a country whose language is different from his or her mother tongue;

(c) The child attends a local school in which instruction is given in a different language from the staff member's mother tongue.

36. A request for reimbursement for tuition in the mother tongue must be accompanied by:

(a) A certificate for tuition in the mother tongue (form P.41/A (5-00), Certificate of tuition in the mother tongue), certified by the educational institution or tutor. A certified copy of the form should be retained by the educational institution or tutor;

(b) Original cancelled cheques or copies of original cheques accompanied by bank statements to verify the payments made to the tutor or to the educational institution. It should be noted that receipts or other written confirmation of cash payments are not acceptable as proof of payment;

(c) Certificate of full-time school attendance (form P.41 (4-99), Certificate of attendance and costs and receipt for payments, or form P.41/B (1-00), Certificate of school attendance).

37. Section 3.5 of administrative instruction ST/AI/1999/4 lists expenses that are normally non-admissible, generally because they are not considered to be expenses required to follow the regular school programme or curriculum on a full-time basis. Section 3.5 also provides for exceptions allowing certain expenses normally considered to be non-admissible to become admissible when a number of conditions are met. For instance, expenses for summer courses are normally non-admissible,

but they may exceptionally be considered admissible when the summer courses are a prerequisite for further attendance during the regular school year or are required for the school's regular diploma.

38. Among the expenses that are not admissible are school supplies, equipment or uniforms, insurance, medical examinations, donations and contributions or similar charges. Similarly, courses or activities that are not covered by the regular tuition fee and are not required of all students following a given programme or curriculum are considered to be non-admissible.

Scholarship, bursary or similar grant

39. Staff members are required to disclose all scholarships, bursaries or similar grants in a statement attached to form P.45 (7-99). Financial assistance in the form of scholarship, bursary or similar grant should be certified on form P.41 by the educational institution.

40. As provided in section 3.6 of administrative instruction ST/AI/1999/4, the amount of the scholarship, bursary or similar grant is initially applied towards the non-admissible expenses reflected on form P.41 (4-99).

41. If the amount of the scholarship, bursary or similar grant does not exceed the non-admissible educational expenses, the education grant is calculated on the basis of the total admissible expenses.

42. If the amount of the scholarship, bursary or similar grant exceeds the non-admissible expenses, the excess amount is deducted from the admissible expenses. The education grant is then calculated on the basis of the remaining admissible expenses.

43. Financial assistance in the form of loans, which have to be repaid to a governmental institution, an educational institution, a bank or any other private sources, need not be reported and are not deducted from either admissible or non-admissible expenses. However, loan proceeds paid to the educational institution by the staff member should be included in the payments section of form P.41 (4-99) in order for those payments to be taken into consideration in calculating the entitlement to the education grant.

Death of a staff member after the beginning of the school year

44. As a result of the amendments to staff rules 103.20 (g) and 203.8 (f), which went into effect on 1 January 2002, sections 5.3 and 8.1 (f) of ST/AI/1999/4 were amended by ST/AI/2002/1 to waive the requirements of prorating the amount of the education grant in the proportion that the period of service bears to the normal school year when the staff member dies while in service after the beginning of the school year.

45. As a result of these new rules:

(a) There will be no prorating or disqualification in respect of any element of the education grant to which the staff member would have been entitled had he or she lived to the end of the school year, including boarding expenses or a flat sum for board and education grant travel;

(b) When processing the separation personnel action form or form P.35 (9-00), Personnel payroll clearance action, as applicable, there should be no automatic recovery which would have resulted from prorating the amount of the grant based on a period of service shorter than the normal school year;

(c) All relevant forms may be completed by the surviving spouse or the legal representative of the child for whom the education grant or education grant travel is paid, or by the child if 18 years of age or older.

Travel arrangements and claims

46. Education grant travel should be requested on form P.66 (5-97), Request for education grant travel. The conditions for education grant travel are set out in section 8 of administrative instruction ST/AI/1999/4, as amended by ST/AI/2002/1. When the request is approved, a travel authorization will be issued specifying the school year to which the travel is related and the mode, route and dates of travel.

47. Staff members are not allowed to make a direct purchase of the travel tickets without specific prior authorization.

48. Pursuant to section 10 of ST/AI/2000/20 regarding official travel, for purposes of education grant travel by air, staff members may opt for a lump-sum payment. Staff members opting for the lump-sum payment should follow the procedures for the exercise of the lump-sum option for travel by air set out in paragraphs 8 to 14 of ST/IC/2001/43.

49. Within two weeks of completion of the child's education grant travel, the staff member must submit a travel claim on form F.10 (7-99), Voucher for reimbursement of expenses, to the executive or administrative officer concerned, regardless of whether any claim for reimbursement of the education grant has been made. Submission of form F.10 (7-99) is required to verify that travel has been undertaken as authorized, as well as for the purpose of certification of the travel expenses for which reimbursement is claimed.

50. Form F.10 (7-99) should be accompanied by the original travel authorization, ticket stubs and receipts for all expenses for which reimbursement is claimed.

51. If a child went on education grant travel in a previous school year, no new education grant travel will be authorized before the claim for the prior travel has been approved.

Claims for payment of the special education grant

52. Claims for payment of the special education grant should be submitted on form P.45 (7-99).

53. When the child is not in school attendance, such claims should be submitted annually within one month of the end of the standard school year in the staff member's duty station. When the child is in school attendance, claims should be submitted in accordance with paragraph 14 above. If the staff member separates from service earlier, a claim should be submitted shortly before separation from service.

54. A medical certificate attesting to the disability that gives rise to the claim for payment of the special education grant must accompany the claim. The certifying officer should submit the medical certificate to the Medical Director or designated medical officer who will determine, based on prevailing medical standards, the acceptability of the certificate for the purpose of the special education grant and the date on which the entitlement should be reviewed on medical grounds.

55. The staff member is also required to provide evidence that he or she has exhausted all other sources of benefits that may be available for the education and training of the child, including those that may be obtained from State and local Governments and from the United Nations contributory medical insurance plans. The amount of the expenses used as the basis for the calculation of the special education grant is reduced by the amount of any benefits to which the staff member is entitled.

56. The provisions of the present circular relating to education grant advances, claims for payment of the education grant and travel arrangements should be followed when making those claims under the special education grant entitlement.

57. The present circular supersedes information circulars ST/IC/1999/51 and Corr.1 of 13 July 1999 and 28 July 1999, respectively, and ST/IC/1999/51/Amend.1 and Corr.1 of 12 January 2001 and 5 February 2001, respectively.

Annex I

Education grant entitlements applicable in cases where educational expenses are incurred in currencies stated below

/ Currency	(1) Maximum admissible educational expenses and maximum grant for disabled children	(2) Maximum education grant	(3) Normal flat rate when boarding not provided	(4) Additional flat rate for boarding (at designated duty stations)	(5) Maximum grant for staff members serving at designated duty stations	(6) Maximum admissible educational expenses (attendance only)
Euro						
Austria	12 159	9 119	3 170	4 755	13 874	7 932
Belgium	12 898	9 673	2 929	4 394	14 067	8 992
Germany	15 736	11 802	3 592	5 389	17 191	10 947
Finland	9 082	6 812	2 229	3 343	10 155	6 111
France	9 330	6 997	2 500	3 751	10 748	5 996
Ireland	9 997	7 498	2 404	3 606	11 104	6 792
Italy	12 289	9 217	2 558	3 838	13 055	8 879
Luxembourg	12 898	9 673	2 929	4 394	14 067	8 992
Monaco	9 330	6 997	2 500	3 751	10 748	5 996
Netherlands	13 085	9 814	3 170	4 755	14 569	8 859
Spain	9 452	7 089	2 456	3 684	10 773	6 177
Danish krone	77 400	58 050	21 993	32 990	91 040	48 076
Japanese yen	2 301 120	1 725 840	525 930	788 895	2 514 735	1 599 880
Norwegian krone	71 632	53 724	17 499	26 249	79 973	48 300
Pound sterling	13 613	10 210	3 041	4 562	14 772	9 559
Swedish krona	91 575	68 681	20 945	31 418	100 099	63 648
Swiss franc	24 372	18 279	5 092	7 638	25 917	17 583
United States dollar (in the United States of America)	23 445	17 584	4 583	6 875	24 459	17 335
United States dollar (outside the United States of America)	13 000	9 750	3 373	5 060	14 810	8 503

The above amounts are effective as from the school year in progress on 1 January 2002.

Annex II

Forms to be used in the preparation of claims for the education grant and the special education grant

The following forms required to submit a claim related to the education grant are included in the present annex for ease of reference of staff members:

- Form P.41(4-99) Certificate of attendance and costs and receipt for payments;
- Form P.41/A(5-00) Certificate of tuition in the mother tongue;
- Form P.41/B(1-00) Certificate of school attendance;
- Form P.41/C(4-99) Certificate of prescribed textbooks and receipt for amount paid;
- Form P.45(7-99) Request for payment of education grant and/or advance against education grant;
- Form P.66(5-97) Request for education grant travel;
- Form F.10(7-99) Voucher for reimbursement of expenses.

UNITED NATIONS NATIONS UNIES

CERTIFICATE OF ATTENDANCE AND COSTS AND RECEIPT FOR PAYMENTS
ATTESTATION CONCERNANT LA FREQUENTATION SCOLAIRE OU UNIVERSITAIRE ET SON COÛT

Name of Child/Nom de l'enfant	Name of Staff Member/Nom du fonctionnaire	Student ID No. (if applicable)/Numéro (le cas échéant) de la carte d'identité scolaire ou universitaire

TO BE FULLY COMPLETED BY EDUCATIONAL INSTITUTIONS ONLY

To: Educational Institutions attended by children of United Nations staff members.

Staff members of the United Nations are entitled, under certain conditions, to an education grant. This form has been devised to assist in determining their entitlement and in establishing the amount of the grant. Your cooperation in completing this form will be much appreciated. Please return the original to the staff member and retain a copy for your files. This may also facilitate confirmation of the information which is performed by the United Nations on a periodic and routine basis.

Destinataires: Les établissements d'enseignement fréquentés par les enfants de fonctionnaires de l'Organisation des Nations Unies

Les fonctionnaires de l'ONU ont droit, sous réserve de certaines conditions, à une indemnité pour frais d'études. La présente formule a pour objet d'aider à déterminer leurs droits et à fixer le montant de l'indemnité. Le concours que vous prêterez en la remplissant sera vivement apprécié. Veuillez retourner l'original au fonctionnaire de l'ONU et conserver le double dans vos dossiers. Cette formule pourra aussi aider l'ONU dans ses vérifications ordinaires périodiques.

School Year/*L'année scolaire ou universitaire* (day, month, year)/*(jour, mois, année)*		Child attended school/*L'enfant a fréquenté l'établissement* (day, month, year)/*(jour, mois, année)*	
Began *A commencé le*	Ended *S'est terminée le*	From *Du*	Until *au*

Was child in full time school attendance?/ *L'enfant a-t-il fréquenté l'établissement à plein temps?*	Child was in level *L'enfant a suivi les cours de la classe de*	class / form *du / niveau*	Amount of non-UN scholarships, grants, or any financial assistance / *Montant de toute bourse d'études, allocation ou aide financière de provenance autre que l'ONU:*
☐ Yes/*Oui* ☐ No/*Non*			

	Yes/*Oui*	No/*Non*	
Were all textbooks provided by the school free or at no additional cost? *L'établissement a-t-il fourni tous les manuels gratuitement ou sans frais supplémentaires?*	☐	☐	
Did the institution charge for food and lodging? *Les montants facturés par l'établissement comprennent-ils des frais de pension?*	☐	☐	Cost *Coût*
If not, did the institution charge for lunch? *Comprennent-ils des frais de demi-pension?*	☐	☐	Cost *Coût*
Was daily group transportation provided by or through the institution? *Un transport collectif quotidien a-t-il été assuré par l'établissement ou par son intermédiaire?*	☐	☐	Cost *Coût*

The institution charged the staff member as follows / *L'établissement a demandé au fonctionnaire de l'ONU d'acquitter les frais ci-après*

Admission and Registration *Admission et inscription*	Tuition *Scolarité*	Examination/Diploma *Examen / Diplôme*

Other items required for the child at the institution. (Please itemize on separate sheet if necessary and attach)
Autres frais obligatoires pour l'élève ou l'étudiant (Le cas échéant, utilisez une feuille supplémentaire pour donner le détail.)

Payments were made by the staff member to the institution as follows. Please indicate currency, amount and date of each payment.
Le fonctionnaire a acquitté à l'établissement les montants ci-après (Veillez à toujours préciser la monnaie et la date.)

Currency, amount and date *Monnaie, montant et date*	Currency, amount and date *Monnaie, montant et date*	Currency, amount and date *Monnaie, montant et date*	Currency, amount and date *Monnaie, montant et date*

IMPORTANT: PLEASE COMPLETE ALL SECTIONS AND ENSURE THAT ANY ATTACHMENTS OR CORRECTIONS ARE INITIALLED BY THE SIGNATORY.
VEILLEZ À CE QU'IL SOIT REPONDU À TOUTES LES QUESTIONS ET À CE QUE TOUTE PIÈCE JOINTE OU CORRECTION SOIT PARAPHÉE PAR LE SIGNATAIRE.

SEAL of Educational Institution

CACHET de l'établissement d'enseignement

Name and Title of Officer signing on behalf of Educational Institution/*Nom et qualité de l'administrateur ayant la signature*

SIGNATURE	DATE
School name and address/*Nom et adresse de l'établissement*	Telephone No./*No de téléphone*

UNITED NATIONS NATIONS UNIES	CERTIFICATE OF TUITION IN THE MOTHER TONGUE ATTESTATION CONCERNANT L'ÉTUDE DE LA LANGUE MATERNELLE	
Name of child / *Nom de l'enfant*	Name of staff member / *Nom du fonctionnaire*	ID # / *Numéro de la carte d'identité*

To: Educational institution or tutor

Staff members of the United Nations are entitled, under certain conditions, to payment of an education grant. Subject to some requirements, the cost of tuition in the mother tongue is taken into account for the purposes of the grant. This form has been devised to assist in determining the costs incurred by the staff member for such tuition and must be accompanied by cancelled cheques or copies of original cheques accompanied by bank statements. Your cooperation in completing this form will be much appreciated. Please return the original to the staff member and retain the copy for your files. This may also facilitate confirmation of the information, which is performed by the United Nations on a periodic and routine basis.

Destinataires : L'établissement d'enseignement ou le professeur

Les fonctionnaires de l'ONU ont droit, sous réserve de certaines conditions, à une indemnité pour frais d'études. Sous réserve aussi de diverses conditions, le coût de l'enseignement de la langue maternelle entre en ligne de compte pour le calcul de l'indemnité. La présente formule a pour objet de déterminer les frais que cet enseignement a entraînés pour le fonctionnaire. Vous devez y joindre les chèques payés et oblitérés ou une copie des chèques originaux accompagnée des relevés bancaires correspondants. Le concours que vous prêterez en remplissant la formule sera vivement apprécié. Veuillez retourner l'original au fonctionnaire de l'ONU et conserver le double dans vos dossiers. Cette formule pourra aussi aider l'ONU dans ses vérifications ordinaires périodiques.

This is to certify that (child's name) _____ received tutoring in the _____ language
Je certifie que (nom de l'enfant) a suivi des cours de (langue enseignée)

during the period from (day/month/year) _____ until (day/month/year) _____
pendant la période du (jour/mois/année) au (jour/mois/année)

He/she was taught / *L'enfant a suivi des cours*
daily/*chaque jour* _____ (yes/no) *(oui/non)* from/*de* _____ (am/pm) *(heures)* to/*à* _____ (am/pm) *(heures)*, or/*ou*
weekly/*chaque semaine* _____ (no. days/*nombre de jours*) from/*de* _____ (am/pm) *(heures)* to/*à* _____ (am/pm) *(heures)*, or/*ou*
monthly/*chaque mois* _____ (no. days/*nombre de jours*) from/*de* _____ (am/pm) *(heures)* to/*à* _____ (am/pm) *(heures)*.

Total number of lessons for the year: _____.
Nombre total de leçons durant l'année:

The tuition was on a group ☐ or individual ☐ basis. (Please check one.)
S'est-il agi de cours collectifs ☐ ou de leçons particulières? ☐
(Please attach a brief statement on the child's linguistic ability in this language.)
(Veuillez joindre une brève description des capacités de l'enfant dans la langue enseignée.)

The tuition fees were _____ per hour/lesson.
Le tarif a été de l'heure/la leçon.

Payments were made by the staff member to the institution or tutor as follows. (Please indicate currency, amount and date of each payment.)
Le fonctionnaire a acquitté à l'établissement ou au professeur les montants ci-après (veillez à toujours préciser la monnaie et la date).

Currency, amount and date *Monnaie, montant et date*	Currency, amount and date *Monnaie, montant et date*	Currency, amount and date *Monnaie, montant et date*	Currency, amount and date *Monnaie, montant et date*

PLEASE COMPLETE ALL SECTIONS AND ENSURE THAT ANY ATTACHMENTS OR CORRECTIONS ARE INITIALLED BY THE SIGNATORY.

IMPORTANT:

VEILLEZ À CE QU'IL SOIT RÉPONDU À TOUTES LES QUESTIONS ET À CE QUE TOUTE PIÈCE JOINTE OU CORRECTION SOIT PARAPHÉE PAR LE SIGNATAIRE.

SEAL of educational institution (if applicable)

CACHET de l'établissement d'enseignement (le cas échéant)

Name and title of officer signing on behalf of institution or of tutor /
Nom et qualité de l'administrateur avant la signature ou du professeur

SIGNATURE :

School address / *Adresse de l'établissement*

Tutor's address / *Adresse du professeur*

Telephone no. / *Numéro de téléphone*
(home / *domicile*):
(work / *bureau*):

ORIGINAL + 1 copy/1 copie

P.41/A(5-00)

UNITED NATIONS NATIONS UNIES

Certificate of School Attendance

For the School Year
(Please type or print all information legibly)

This is to certify that _____
(Name of Child)

son/daughter of _____
(Name of Staff Member)

*was in **full-time attendance** at* _____
(School/College/University)

and regularly attended class in the _____ *grade*
(Form, Level or Class)

from _____ to _____
(Day) (Month) (Year) (Day) (Month) (Year)

The actual school year began on _____
(Day) (Month) (Year)

and ended on _____.
(Day) (Month) (Year)

SEAL OF
EDUCATIONAL INSTITUTION

Signature: _____

_____
Name and Title of officer
signing on behalf of educational institution

Date: _____
Place: _____

For United Nations' Use only:

Name of Staff Member	Index No.	Dept/Div/Office

P.41/B(1-00)

UNITED NATIONS
NATIONS UNIES

CERTIFICATE OF PRESCRIBED TEXTBOOKS AND RECEIPT FOR AMOUNT PAID
ATTESTATION CONCERNANT LES MANUELS PRESCRITS ET LEUR COÛT

Name of Child/*Nom de l'enfant*	Name of Staff Member/*Nom du fonctionnaire*	Student ID No. (if applicable)/*Numéro (le cas échéant) de la carte d'identite scolaire ou universitaire*

To: Educational Institutions attended by children of United Nations staff members.

Staff members of the United Nations are entitled, under certain conditions, to an education grant. One of the educational costs which is taken into account for the purposes of the grant is the cost of textbooks. This form has been devised to assist in determining the amount paid (separate from tuition) for prescribed textbooks. Your cooperation in completing this form will be much appreciated. Please return the original to the staff member and retain a copy for your files. This may also facilitate confirmation of the information which is performed by the United Nations on a periodic and routine basis. If the books have not been bought through a school bookstore, etc., please strike through the lines set aside for "Amount Paid" as the staff member will provide relevant receipts.

Destinataires: Les établissements d'enseignement fréquentés par les enfants de fonctionnaires de l'Organisation des Nations Unies

Les fonctionnaires de l'ONU ont droit, sous réserve de certaines conditions, à une indemnité pour frais d'études. L'un des éléments des frais scolaires ou universitaires qui entre en ligne de compte pour calculer cette indemnité étant le coût des manuels, la présente formule a pour objet d'aider à déterminer le montant acquitté (indépendamment des frais de scolarité ou d'université) pour les manuels prescrits. Le concours que vous prêterez en la remplissant sera vivement apprécié. Veuillez retourner l'original au fonctionnaire de l'ONU et conserver le double dans vos dossiers. Cette formule pourra aussi aider l'ONU dans ses vérifications ordinaires périodiques. Si les manuels n'ont pas été achetés dans votre établissement, tirez un trait dans la colonne " Prix acquitté ", attendu que le fonctionnaire fournira les reçus voulus.

List of Textbooks prescribed by the Educational Institution/*Liste des manuels prescrits par l'établissement d'enseignement*

TITLE/*TITRE*	AMOUNT PAID/*PRIX ACQUITTÉ*
TOTAL	

SEAL of Educational Institution

CACHET de l'établissement d'enseignement

Name and Title of Officer signing on behalf of Educational Institution/*Nom et qualité de l'administrateur ayant la signature*	
SIGNATURE:	DATE: (day/month/year)
School name & address/*Nom & adresse de l'établissement*	Telephone No./*No de téléphone*

UNITED NATIONS NATIONS UNIES

REQUEST FOR PAYMENT OF EDUCATION GRANT AND/OR ADVANCE AGAINST EDUCATION GRANT

INSTRUCTIONS: All applicants must complete Part I and Part II of this form. Applicants for Payment of Education Grant must complete Part III. Applicants for Advance against the Education Grant must complete Part IV. Submit original to your Human Resources Officer.

Instructions for Part III, Textbooks: Textbook expenses may be claimed only if textbooks were not provided free of charge. If so, select one option --- fixed amount or actual amount spent. If actual amount spent option is selected and the amount is greater than the fixed amount (i.e. $210 at the primary level, $420 at the secondary level, and $840 at the post-secondary level), attach form P.41/C completed by the educational institution.

Instructions for Part IV: For each child, if a grant was paid for the previous year, this advance will automatically be paid at 100 per cent of the previous year's grant. If you anticipate a lower grant than the previous year, indicate the lower amount in item IV (c). If no grant was paid for the previous year, or if you request a higher amount than the previous year, indicate the amount in item IV (c), and attach documentation to substantiate the amount requested.

I. REQUEST AND CERTIFICATION

I request an advance against the education grant for the next school year to ; AND/OR claim the education grant for the scholastic year to as shown in Parts III and IV of this form. I understand that there is no obligation to make payments ahead of the schedule established by the school and that this advance will be recovered from my salary if the required documentation is not submitted.

I have disclosed all scholarship(s), bursary or similar grant(s) in respect of the child/children. I have not claimed expenses related to textbooks if textbooks were provided free of charge. I understand that, if anticipated costs on the basis of which the advance was granted become lower, I am required to notify the Organization promptly.

I certify that the statements made by me, and the information provided by me on this form and the attached documentation are true and complete to the best of my knowledge and belief; and that no other education grant is being paid in respect of the child/children for the periods indicated.

Signature of Staff Member: ..... Date: .....
(dd/mm/yyyy)

*** To print page 2, turn over this page and manual feed your printer. Please note that for the claim to be valid, it must be submitted on a double-sided form.**

UNITED NATIONS		REQUEST FOR PAYMENT OF EDUCATION GRANT AND/OR ADVANCE AGAINST THE EDUCATION GRANT

II. Staff Member: *Follow instructions on page 1. Parts I and II must be completed.*

Last Name of Staff Member	First	Mid Initial	Index No	Level	Dept. or Div.	Ext.	Room No.

Type of Appointment	Expiry Date	Entrance on Duty Date (d/m/y)	Home Country	Duty Station	Type of U.S. Visa

Child's Name			
Date of Birth (d/m/y)			
Name of School or University attended			
Location of School (City, Country)			
Level of Instruction (Class or Grade)			

III. Request for Education Grant

School Year (From – To)	Day/Month/Year – Day/Month/Year	Day/Month/Year – Day/Month/Year	Day/Month/Year – Day/Month/Year
Child attended School (From – To)	Day/Month/Year – Day/Month/Year	Day/Month/Year – Day/Month/Year	Day/Month/Year – Day/Month/Year
Actual Cost (Attach P.41 and/or other receipts)	Currency and amount	Currency and amount	Currency and amount
Textbook Cost: Elect one option. Read instructions on page 1	Check box for fixed amount ☐ OR Specify Amount US$	Check box for fixed amount ☐ OR Specify Amount US$	Check box for fixed amount ☐ OR Specify Amount US$
Tuition in Mother Tongue (Attach P.41/A)	Currency and amount	Currency and amount	Currency and amount
Other Private Tuition	Currency and amount	Currency and amount	Currency and amount

IV. Request for Advance against the Education Grant

(a) School Year (From – To)	Day/Month/Year – Day/Month/Year	Day/Month/Year – Day/Month/Year	Day/Month/Year – Day/Month/Year
Choose one (b or c) (b) 100% of last year (Check box)	☐	☐	☐
(c) First advance / higher amount than previous year	US$	US$	US$

FOR OFFICIAL USE OF OHRM

School Location	DUTY STN ☐ HOME CTRY ☐ OTHER CTRY ☐	DUTY STN ☐ HOME CTRY ☐ OTHER CTRY ☐	DUTY STN ☐ HOME CTRY ☐ OTHER CTRY ☐
Admissible Cost	(= $)	(= $)	(= $)
Maximum Entitlement (if prorated)			
Advance requested in Part IV authorized			

Staff member entitled as above.

For the ASG, OHRM: (Print Name & SIGN) Date:

FOR OFFICIAL USE OF OPPBA

Flat Sum for Board			
Cost of Attendance (including/excluding board)	X 75% =	X 75% =	X 75% =
Total Entitlement per Child	US$	US$	US$

GRAND TOTAL: **LESS: Advance Outstanding** **Net Payment (US$):**

Examiner: OPPBA (Print name & SIGN) Date:

UNITED NATIONS NATIONS UNIES

REQUEST FOR EDUCATION GRANT TRAVEL

I To be prepared by STAFF MEMBER and submitted, in advance of travel, to

OPERATIONAL SERVICES DIVISION/OHRM

Last Name of Staff Member	*First*	*Mid. Initial*	*Entrance on duty date(dd.mm.yyyy)*	*Type of appointment, and, if fixed-term, expiry date: (dd.mm.yyyy)*

Home Country	*Duty Station*	*Department or Division*	*Level*	*Room No.*	*Phone Ext.*	*Type of U.S. Visa*

Child's Name			
Child's Date of Birth (dd.mm.yyyy)			
Name of School or University attended			
Location of School ***CITY***			
COUNTRY			

	(day)	*(month)*	*(year)*	*(day)*	*(month)*	*(year)*	*(day)*	*(month)*	*(year)*
School Year ***BEGINS*** *on*									
ENDS *on*									
Child attending School ***FROM***									
TO									

Child's travel requested *FROM: (Place of Departure)*			
TO: (Destination)			

	(day)	*(month)*	*(year)*	*(day)*	*(month)*	*(year)*	*(day)*	*(month)*	*(year)*
Intended Departure Date									
Intended Return Date									
Date of Child's last education grant travel									
Staff Member's last official travel on home leave or to visit dependants ended				*Staff Member's next home leave or travel to visit dependants due in*					

I hereby certify that the information furnished by me on this form is true to the best of my knowledge and belief and I claim the education grant travel in respect of my child/children to which I am entitled on the basis of this information.

INDEX NO.	Signature of Staff member	Date (d/m/y):

II To be completed by HUMAN RESOURCES OFFICER and forwarded to EXECUTIVE OFFICER

I hereby certify the entitlement of the staff member to one round trip/one-way travel between the educational institution attended by the child and the staff member's duty station at a cost not to exceed cost of travel between staff member's place of home leave and duty station as follows:

Name of Child	Auth'd Place of Departure	Authorized Destination	Approximate Departure Date (dd/mm/yyyy)	Approximate Return Date (dd/mm/yyyy)

ATTENTION EXECUTIVE OFFICER: ***ANY MAJOR DEVIATION FROM AUTHORIZED ITINERARY OR DATES OF TRAVEL SHOULD BE BROUGHT TO THE ATTENTION OF THE HUMAN RESOURCES OFFICER BEFORE TRAVEL AUTHORIZATION IS ISSUED.***

REMARKS:	
(Date)	(For the Assistant Secretary-General for Human Resources Management) Name and Title:

Original – Executive Office Copy to: OSD/OHRM Staff Member

UNITED NATIONS NATIONS UNIES

VOUCHER FOR REIMBURSEMENT OF EXPENSES

To be completed by Controller	Cheque No:	Examiner	Currency	Voucher No:
Amount:	Bank No:	Approving Officer:	Country	Date:

TO BE COMPLETED BY CLAIMANT (Please TYPE or PRINT)

PAYEE: | INDEX NO: | CATEGORY:

This space to be filled in by H.Q.

Cheque to be

- ☐ Called for at CASHIER's office – Indicate your Tel. Ext.
- ☐ Mailed to following address:
- ☐ Mailed to following BANK A/C:

AND
Payee Advice to be mailed to:

Duty Station:
Dept./Div. Or Office:
PT 8 or OBMO No:
Account No:

DATE (d/m/y)	Attachment No	DESCRIPTION OF EXPENSES *Tickets purchased. Terminal Expenses. Telegrammes. Taxis Authorized excess baggage. etc*	LOCAL CURRENCY	EXCHANGE RATE	U.S.$ EQUIVALENT	For OPPBA Approved Amount
			TOTAL TRAVEL ALLOWANCE *(See next page)*			

I claim the subsistence and terminal expenses in connection with the journey (as indicated on the reverse side hereof), which I certify to have been made as authorized. I further certify that all expenses claimed represent actual disbursements made by me, and dependants indicated, actually travelled as shown.

Signature of Claimant _____ *Date (d/m/y)* _____

This claim is in conformity with the journey as actually authorized. Payment of subsistence and/or transit allowances, is approved for all official stopovers and necessary travel time reported by the Claimant on the reverse side, except as otherwise noted by me.

☐ NO EXCEPTIONS ☐ FINAL CLAIM ☐ FOR EXCEPTIONS, SEE next page

Name and Signature of Admin./Certifying Officer _____ *Date (d/m/y)* _____

TOTAL		
LESS ADVANCES		
BALANCE DUE UN IF ANY		
NET PAYMENT		

GENERAL ACCOUNT	AMOUNT (U.S.$) Dr. or Cr.*	ALLOTMENT ACCOUNT	LIQUIDATION AMOUNT	OBLIGATION DOCUMENT	DESCRIPTION/LO.V.
Total Debits	Total Credits		Total Liquidations		

*Indicate by brackets

Submit Claim - Original plus ONE copy to OPPBA
- ONE copy to CERTIFYING OFFICER

(continued next page)

TO BE COMPLETED BY CLAIMANT

PLEASE TYPE or PRINT: Extra sheets should be attached with full explanation of lengthy or involved travel. Submit a separate Form F.10 if eligible dependants have itineraries that differ from yours. Subsistence may be subject to a reduction after 60 days under Staff Rules.

Do you have eligible dependants residing with you at your official duty station?

Yes ☐ **No** ☐

ANNUAL LEAVE TO BE CHARGED

DAYS

For Use of Controller ONLY

Remarks: List names and ages of dependants

CITY AND COUNTRY OF DEPARTURE AND ARRIVAL	MODE OF TRAVEL AIR, SEA OR LAND	DATE DAY/ MONTH YEAR	HOUR*	Indicate whether • UN or GOVT vehicle was made available at DEP and/or ARR Yes or No	Indicate whether the following were provided by clicking **Accommodation Meals**		*COMMENTS OF ADM./CERTIFYING OFFICER REGARDING STOP-OVERS, DELAYS, ETC*
DEP.					Accommodation ☐ Meals ☐		
ARR.					Accommodation ☐ Meals ☐		
	Official ☐ Personal ☐						
DEP.					Accommodation ☐ Meals ☐		
ARR.					Accommodation ☐ Meals ☐		
	Official ☐ Personal ☐						
DEP.					Accommodation ☐ Meals ☐		
ARR.					Accommodation ☐ Meals ☐		
	Official ☐ Personal ☐						
DEP.					Accommodation ☐ Meals ☐		
ARR.					Accommodation ☐ Meals ☐		
	Official ☐ Personal ☐						
DEP.					Accommodation ☐ Meals ☐		
ARR.					Accommodation ☐ Meals ☐		
	Official ☐ Personal ☐						
DEP.					Accommodation ☐ Meals ☐		
ARR.					Accommodation ☐ Meals ☐		
	Official ☐ Personal ☐						

**HOUR should indicate time of departure from or arrival at airports, piers or railroad stations. Any deviation from itinerary and standards of accommodation authorized by Form PT.8 and any stop-over not authorized thereby must be supported by full explanation; otherwise your claim may be reduced.*

NOTICE TO TRAVELLER: All receipts for transportation and excess baggage, used air transportation stubs and any unused transportation tickets and excess baggage coupons (MCO's) must be returned to the United Nations together with the original Travel Authorization (PT.8) and attached to the claim. The Laissez-Passer should be returned to the Travel and Transportation Service upon completion of the travel.

REMARKS: *(List here attached unused tickets by stating ticket Number and the route covered by the ticket.)*

Total Travel Allowance in U.S. $ .....

Value of MCO's received	*U.S.$*
Value of MCO's used	*U.S.$*
BALANCE OF MCO's to be returned to the UN	*U.S.$*

The balance of the MCO's is represented by the following coupon numbers: